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1	Module	INFOPAC ID	PS ID	Report Title	Description	Navigation	Business Process
2	PAY	Crystal Report	PAY009X	Calculated Deductions	Provides a detailed list of all employees who have a specified Deduction Code on the current calculated On-cycle check.	Go > Compensate Employees > Manage Payroll Process US > Rpt A-M	PAY0110
3	PAY	Crystal Report	PAY010X	Calculated Deductions Not Taken	Provides a detailed list of all employees who have Calculated Deductions that will not be taken on the current calculated on-cycle check.	Go > Compensate Employees > Manage Payroll Process US > Rpt A-M	PAY0208 Step 9, PAY0113
4	PAY	Crystal Report	PAY003X	Calculated Other Earnings	Provides a detailed list of all employees who have a specified Other Earnings Code on the current calculated On-cycle check.	Go > Compensate Employees > Manage Payroll Process US > Rpt A-M	PAY0207
5	PAY	Crystal Report	PAY002X	Calculated Over Time	Provides a detailed list of all employees who have Over Time on the current calculated on-cycle check.	Go > Compensate Employees > Manage Payroll Process US > Rpt A-M	PAY0202
6	PAY	Crystal Report	PAY004X	Calculated Regular Hours	Provides a detailed list of all employees who have a specified Regular Hourly Earnings code on the current calculated on-cycle check.	Go > Compensate Employees > Manage Payroll Process US > Rpt A-M	PAY0302
7	PAY	Crystal Report	PAY005X	Calculated Regular Salary	Provides a detailed list of all employees who have a specified Regular Salaried Earnings code on the current calculated on-cycle check.	Go > Compensate Employees > Manage Payroll Process US > Rpt A-M	PAY0302
8	PAY	Crystal Report	PAY006X	Direct Deposit Employees with Annual Leave Balances Less Than xx Hours.	Provides a detailed list of all employees who are setup for direct deposit of their payroll check and whose current annual leave balance is less than a specified number of hours.	Go > Compensate Employees > Manage Payroll Process US > Rpt A-M	
9	PAY	Crystal Report	PAY007X	Employees Checks Sorted by Maildrop	Provides a detailed list of employees by maildrop who have a confirmed on-cycle check/advice for a specified Pay Run ID.	Go > Compensate Employees > Manage Payroll Process US > Rpt A-M	
10	PAY	Crystal Report	RET001X	Retirement Certification	Provides a detailed list of all retirement deductions, employer contributions, and Calculated Base for a specified employee during a specified Fiscal Year.	Go > Compensate Employees > Manage Payroll Process US > Rpt N-Z	
11	PAY	Crystal Report	PAY499X	Terminated Employees with Garnishment Deduction	Provides a detailed list of employees who have a garnishment deduction in a specified Run ID and the employee is in terminated status.	Go > Compensate Employees > Manage Payroll Process US > Rpt N-Z	PAY0105
12	PAY	DPxxx0002	DDP002X	Direct Deposit Register	Provides a detailed listing of all direct deposits for employees that have processed during the current confirmed pay period.	Runs in Batch after Payroll is Confirmed	PAY0114
13	PAY	DPxxx0004	DDP004X	Payroll Advice Register	Provides detailed record of all advice's, in advice number order, and their amounts during the current confirmed pay period.	Runs in Batch after Payroll is Confirmed	PAY0402
14	PAY	DPxxx0005	DDP005X	Direct Deposit Prenotification Report	Provides a detailed listing of all accounts verified for direct deposit, prior to the transactions actually taking place.	Runs in Batch after Payroll is Confirmed	PAY0114 Step 12
15	PAY	PYxxx0001	PAY001X	Deductions Register	Provides a detailed listing of all deductions taken from each employee during the current confirmed pay period.	Runs in Batch after Payroll is Confirmed	
16	PAY	PYxxx0002	PAY002X	Payroll Register	Provides detailed record of current earnings, taxes, and deductions for each employee during the current confirmed pay period.	Runs in Batch after Payroll is Confirmed	PAY0402

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17	PAY	PYxxx0003	PAY003X	Check/ Pay Voucher	Provides the printing of paycheck(s)/advice(s) and accompanying check voucher(s) for each employee that received payment during the current pay period.	Runs in Batch after Payroll is Confirmed	PAY0304
18	PAY	PYxxx0003V	PAY003X	Pay Voucher	Provides the printing of paycheck(s)/advice(s) and accompanying check voucher(s) for each employee that received payment during the current pay period.	Runs in Batch after Payroll is Confirmed	PAY0304
19	PAY	PYxxx0004	PAY004X	Payroll Check Register	Provides detailed record of all checks, in check number order, and their amounts during the current confirmed pay period.	Runs in Batch after Payroll is Confirmed	PAY0402
20	PAY	PYxxx0006	PAY006X	Other Earnings Register	Provides detailed record of Other Earnings paid during the current confirmed pay period.	Runs in Batch after Payroll is Confirmed	PAY0207
21	PAY	PYxxx0008	PAY008X	Deductions Not Taken Report	Provides detailed listing of all employees with active deductions that were omitted (for various reasons) during the current confirmed pay period.	Runs in Batch after Payroll is Confirmed	PAY0113, PAY0208
22	PAY	PYxxx0010	PAY010X	Employees Not Processed In Current Payroll	Provides detailed record of active employees that were not marked "ok to pay" during the current confirmed pay period.	Runs in Batch after Payroll is Confirmed	
23	PAY	PYxxx0011	PAY0011X	Payroll Error Messages	Provides information on changes to employee records that may affect the pay check or calculation errors that have occurred during the previous nights processing.	Runs in Batch Daily	PAY0213
24	PAY	PYxxx0015	PAY015AX	Check Reconciliation Process (Error Listing)	Provides a detailed listing of all checks issued by the system (computer generated and manual) that have produced an error message while processing the reconciliation during a specified month.	Runs in Batch Monthly	PAY0308
25	PAY	PYxxx0015	PAY015BX	Check Reconciliation Report (Issued Checks)	Provides a detailed listing of all checks issued by the system (computer generated and manual) during a specified month.	Runs in Batch Monthly	PAY0308
26	PAY	PYxxx0015	PAY015BX	Check Reconciliation (Reversed/ Outstanding/ Unprocessed Manual)	Provides a detailed listing of all checks issued by the system (computer generated and manual) that have been reversed, are outstanding or unprocessed during a specified month.	Runs in Batch Monthly	PAY0308
27	PAY	PYxxx0016B	PAY016BX	Bond Purchase Report	Provides detailed record of bonds purchased during current confirmed pay period.	Runs in Batch after Payroll is Confirmed	PAY0115
28	PAY	PYxxx0018	PAY018X	US Payroll Summary Report (Calculated)	Provides pay group and company summary of totals for the current calculated payroll. Summaries Provided: Paycheck Earnings, Employee Deduction, Pay Earnings, Employer Contribution, Other Earnings, Employee Tax, Special Accumulator, Employer Tax.	Go > Manage Payroll Process U.S. > Rpt N-Z	PAY0302

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29	PAY	PYxxx0018H	PAY018H	US Payroll Summary Report (Confirmed)	Provides pay group and company summary of totals for the current confirmed payroll. Summaries Provided: Paycheck Earnings, Employee Deduction, Pay Earnings, Employer Contribution, Other Earnings, Employee Tax, Special Accumulator, Employer Tax.	Go > Manage Payroll Process U.S. > Rpt N-Z	PAY0303
30	PAY	PYxxx0021	PAY021X	Benefits Register	Provides a detailed listing of each employee's benefit deductions during the current confirmed pay period.	Runs in Batch after Payroll is Confirmed	
31	PAY	PYxxx0200X	PAY201X	Time Sheet	Provides a listing of hourly employees in the designated pay group for the specified time period. (Maximum time period is 31 days.)	Go > Manage Payroll Process U.S. > Rpt N-Z	PAY0215
32	PAY	PYxxx0210E	PAY210X	Pay Sheet Update Exceptions	Provides a listing of employee's who did not have paysheets updated during the Rapid Pay Data Entry upload.	Runs in Batch Daily	PAY0203
33	PAY	PYxxx0400	PAY400X	Garnishment Answers	Provides a legal document to be submitted to the court giving them the status of the deduction of their active garnishment during the current pay period.	Runs in Batch after Payroll is Confirmed	PAY0105
34	PAY	PYxxx0400E	PAY405X	Garnishment Answer Errors/Exceptions	Provides a detailed listing of manual, reversals, or refund entries on garnishments during the current confirmed pay period. (These amounts are not included in the Recap Reports nor the Accounts Payable Interface.)	Runs in Batch after Payroll is Confirmed	PAY0105
35	PAY	PYxxx0412	PAY412	Wage Assignment Recap	Provides a detailed summary of all garnishment amounts to be reported during the current confirmed pay period.	Runs in Batch after Payroll is Confirmed	PAY0105
36	PAY	PYxxx0413	PAY413	Year To Date Balance Report	Provides a detailed listing of all employees earnings, taxes and deductions balances, along with summary totals of earnings, taxes and deductions for the company, during a specified calendar year.	Runs in Batch after Payroll is Confirmed	PAY0501, PAY0502, PAY0503, PAY0504, PAY0505, PAY0506
37	PAY	PYxxx0414	PAY414X	Garnishment Deductions	Provides a detailed listing of all garnishment deductions taken during the current confirmed pay period.	Runs in Batch after Payroll is Confirmed	PAY0105
38	PAY	PYxxx0445	PAY445X	Payroll Summary Register	Provides Financial/Labor Distribution information for agencies that are not on PeopleSoft Financials.	Runs in Batch after Payroll is Confirmed	PAY0402

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1	Module	INFOPAC ID	PS ID	Report Title	Description	Navigation	Business Process
39	PAY	PYxxx0500	PAY500X	Pre-Confirm Payroll Change Report	Provides a detailed summary of all employees that acquired a change to their record during the current pay period. (Changes appear based on the following: Earnings: Receiving this pay period, but did not exist last pay period. This pay period amount not equal to last pay period. None this pay period, but did exist last pay period. OT/SUP – Hourly: Shows only the amount paid this pay period. Deductions: Current amount different from last scheduled amount.)	Runs in Batch 2 days before Payroll is Confirmed	PAY0302
40	PAY	PYxxx0541	PEN541X	Payroll Warning Messages	Provides a detailed summary of employees showing payline activity that may be incorrect following the previous nights calculation and can also include one of three messages referencing a possible FICA status error.	Runs in Batch Daily	PAY0213
41	PAY	PYxxx0560	PAY560X	Deduction Rate Change	Provides a detailed listing of deduction rate changes made during a special process to mass change fixed deduction amounts.	Special Request	
42	PAY	PYxxx0561	PAY561X	Deduction Code Change	Provides a detailed listing of deduction code changes made during a special process.	Special Request	
43	PAY	PYxxx0571	PAY571X	Mass Actions On Additional Pay	Provides a detailed listing of changes made to additional pay during a special process, such as the salary plan process or whenever required by an agency, including error messages for those not processed.	Requested job, see salary planning	PAY0112
44	PAY	TXxxx0001	TAX001X	Tax Deposit Summary (Confirmed)	Provides a detailed listing of federal, state and local tax information for all employees during the current pay period.	Runs in Batch after Payroll is Confirmed	
45	PAY	TXxxx0002	TAX002X	Quarterly Employee Wage Listing	Provides a detailed listing of the state unemployment wage on each employee for quarterly reporting.	Runs in Batch Quarterly	
46	PAY	TXxxx0004	TAX004X	Multiple Worksite Report	Provides a detailed listing showing the total wages paid at each worksite, along with the number of employees working at each worksite. (Information required by the Georgia Department of Labor)	Runs in Batch Quarterly	
47	PAY	TXxxx0010	TAX010X	Quarterly Tax Summary Report	Provides a summary by federal and state levels of the income tax, OASDI, FICA/Medicare and unemployment tax information for a specified period.	Runs in Batch last day of the month	

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48	PAY	TXxxx0100	TAX100X	W-4 Exemptions Report	Provides a detailed listing of all employees who are claiming more than nine (9) exemptions from federal income tax withholding.	Runs in Batch Annually	PAY1001, PAY1002, PAY1003, PAY1004, PAY1005, PAY1006, PAY1007, PAY1008, PAY1009, PAY1010, PAY1011
49	PAY	TXxxx0103	TAX103X	Reset W-4 Exempt Employees – Report/Update Report	Provides detailed listing of employees who currently are in exempt status for federal tax deductions, and need to re- file a new W-4 to maintain this status.	Runs in Batch Annually	PAY1001, PAY1002, PAY1003, PAY1004, PAY1005, PAY1006, PAY1007, PAY1008, PAY1009, PAY1010, PAY1011
50	PAY	TXxxx0113	TAX113X	Reset W-5 EIC Employees – Report/ Update Report	Provides detailed listing of employees who have not re-filed a new W-5 to continue their Advance Payments of Earned Income Credit.	Runs in Batch Annually	PAY1001, PAY1002, PAY1003, PAY1004, PAY1005, PAY1006, PAY1007, PAY1008, PAY1009, PAY1010, PAY1011
51	PAY	TXxxx0810	TAX810GX	Georgia Quarterly UI Wage Report - Tape	Provides a listing of information submitted to the Georgia Department of Labor, reporting state unemployment wages for the quarter.	Runs in Batch Quarterly	
52	PAY	TXxxx0900X	TAX900X	Annual Reporting Error Listing	Provides a detailed listing of all employees who have negative tax balances or reportable wage amounts, along with a variety of other error conditions which would cause errors in fields when the W-2 data is written to magnetic media.	Runs in Batch Annually	PAY1001, PAY1002, PAY1003, PAY1004, PAY1005, PAY1006, PAY1007, PAY1008, PAY1009, PAY1010, PAY1011

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1	Module	INFOPAC ID	PS ID	Report Title	Description	Navigation	Business Process
53	PAY	TXxxx0910A	TAX910AX	W-2 Audit Report	Provides a detailed listing of amounts to be reported on each employee's W-2.	Runs in Batch Annually	PAY1001, PAY1002, PAY1003, PAY1004, PAY1005, PAY1006, PAY1007, PAY1008, PAY1009, PAY1010, PAY1011
54	PAY	TXxxx0910E	TAX910EX	W-2 Record Error Report	Provides a detailed listing of all employees who have negative tax balances or reportable wage amounts, along with a variety of other error conditions which have been loaded into the W-2 records.	Runs in Batch Annually	PAY1001, PAY1002, PAY1003, PAY1004, PAY1005, PAY1006, PAY1007, PAY1008, PAY1009, PAY1010, PAY1011
55	PAY	TXxxx0914	TAX914X	Form 6559 – Transmitter Report & Summary of Magnetic Media	Provides detailed information regarding the amounts used to complete Federal Form 6559.	Runs in Batch Annually	PAY1001, PAY1002, PAY1003, PAY1004, PAY1005, PAY1006, PAY1007, PAY1008, PAY1009, PAY1010, PAY1011
56	PAY	TXxxx0916	TAX916SX	State W-2 Tax Totals Detail Report	Provides detailed information for each employee regarding the transmittal of State tax information for W-2 statements.	Runs in Batch Annually	PAY1001, PAY1002, PAY1003, PAY1004, PAY1005, PAY1006, PAY1007, PAY1008, PAY1009, PAY1010, PAY1011
57	PAY	xxx-P1173	FS208301	Confirmation of Transmission of Direct Deposit	Provides a summary of total amount that has been transmitted for Direct Deposit.	Runs in Batch after Payroll is Confirmed	PAY0305